



Open Position – Women’s Ministry Coordinator - University Blvd. Campus

Organizational Role:	Women’s Ministry Coordinator UB
Direct Report to:	Women’s Ministry Director
Compensation:	\$16-19/hr commensurate with experience
Number of Hours:	Part-time (15-20 hours per week)
Office/Remote:	80% Office / 20% Remote
Office Location:	3105 University Blvd., Tyler, Texas
Work Days:	Sunday-Thursdays*
	*Select events are outside of normal church/office hours, requiring flexibility depending upon ministry schedules

General Summary of the Position:

The UB Women’s Ministry Coordinator will help engage UB women in all aspects of Grace Women’s Ministry and assist the Women’s Ministry Director in carrying out the vision and programming related to Grace Women’s Ministry.

Who You Are

You are a follower of Jesus Christ and are seeking His direction for your life. You are striving to use your God-given gifts to further his kingdom in a faith-based environment by serving the church family. Influencing others for Jesus is one of your greatest joys. You are an encourager, listener, and prayer warrior for those in your midst.

Not one to shy away from opportunities to learn, you are excited about stepping into an already established role and working with peers and leaders to advance the mission of the Gospel. Your intense passion to know Christ and make Him known enables you to excel in building relationships and leading others with the Word of God. This strong foundation is key to another attribute – the ability to recognize value in what exists and also possibilities for development.

Your willingness to take initiative is of value to the team. You have a strong desire to get things done to serve the Kingdom and to equip women to live out and share their authentic faith in Jesus. Compassion and humility are a natural part of your leadership style as you care for and serve those you lead in both tangible and intangible ways.

Skills and Abilities:

- Vibrant and mature faith, walks consistently with God in accordance to His Word
- Confident sharing faith with others and can do so clearly

- Passionate about knowing God, making Him known, and discipling others
- Strong knowledge of the Bible and ability to use it to counsel women in various life stages
- Able to multitask
- Excellent people and communication skills
- Manage details without losing site of vision
- Able to see and seize discipleship opportunities while empowering volunteers
- Confident speaking in front of groups
- Creative
- Diplomatic
- Team Player
- Energetic
- Organized

Education, Training, Experience:

- 3-5 years of paid or volunteer ministry leadership experience
- College Graduate

Who We Are

Grace Community of Tyler is a non-denominational, multi-campus Christian church and school seeking to find someone to serve as our **Women's Ministry Coordinator at our University Blvd. Campus**. We believe in *being and making disciples*. We are a community of believers focused on authentic faith while not being too concerned with the externals of religion. This means we act the same way on Monday as we do on Sunday. We desire to be wholeheartedly committed to the Worship of God, intimately connected to the Community of Believers, and fully engaged in the Mission of the Gospel.

Benefits that impact our staff culture:

- Wellness Care (Counseling and Pastoral)
- Monthly Staff Lunches
- Weekly Prayer Time
- Professional and Personal Development

Work or Ministry Team Context:

- Works on the Women's Ministry team with Women's Ministry Director, Women's Ministry Admin, and Lindale Women's Ministry Coordinator.